

Regulation -11

Library Rules

Central Library is an essential component of the institute's outstanding research and education mission. It is a most lively place on the campus providing a safe, comfortable and friendly environment that enables learning and advancement of knowledge, and promotes discovery and scholarship. **The mission of the Central Library is to facilitate creation of new knowledge through acquisition, organization and dissemination of knowledge resources and providing for value added services.**

Library Resources:

The Library has developed an excellent collection of books, journals and non-book material in science, engineering, technology, Law, social sciences and management. It maintains separate collections of Reference Books, Standards, Pamphlets, Bound volumes of journals, Technical Reports, Theses, Study Room Books, Technology Lending Library and BC Book Collection, Video Cassettes, Compact Discs and Microforms.

LIBRARY RULES & REGULATIONS

Issue Limitations:

S No.	Category	Number of Books	Loan period
1	All Regular teaching faculty staff	10	14 Days
2	Administrative Staff	2	14 days
3	Technical & supportive staff & others	2	14 days
4	Research scholars & M.phils Students	6	14 days
5	Post graduate students	6	14 days
6	Under graduate students	3	14 days

Guidelines for library memberships:

- To issue an Identity Card i.e. Borrower Identity card, a staff or student has to fill out a registration form & submit it at the membership counter of the library.
- The library is primarily for the use of faculty, researcher scholars, students & Non-teaching employees of the university.
- All books are to be returned on due dates. A fine will be charged for every day of delay.
- A book will be issued to the borrower against production of library card issued by the library as follows:

For Day 1- 14	NIL
Day 15- 20	Rs. 2 per Day
Day 21-25	Rs. 4 per Day
Day 26-30	Rs. 6 per Day
After 30 Days	Cost of Book

- The member (students) should produce his/her library card for borrowing books , failing which the library staff can refused to issue books to him/her.
- The borrower card of a student will remain valid for the period mentioned on the borrower card.
- The librarian reserves the right to recall any books from any member at any time.
- Books given for loan may be renewed for a further period produced no other reader have reserved the same.

Loss of Borrower Identity card and Loss or Damage of books:

- The members are responsible for library borrower card issued to them.
- Loss of Library borrower card should be reported to the circulation section & Text-books section immediately.
- Duplicate library borrower card will be issued on payment of Rs. 50/- after two weeks time from the date of application.
- Members shall be responsible for any loss which library may suffer through the loss or misuse of their Borrower Identity card.
- In case of loss of book by the borrower He/She shall either replace the book or bear the cost of the book.
- If the book of a multi volume set is damaged or lost, the member concerned shall be liable to replace the whole set or pay four times the cost of the same.

Miscellaneous:

- Library borrower card is not transferable.
- Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay penalty imposed upon them by the librarian.
- Members leaving the library should stop at the exit so that the material borrowed or taken out the library by them may be checked.
- Upon any infringement of the library rules members shall forfeit the privileges of admission and membership of library.

- The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- The member caught tearing pages/stealing of books will be suspended forthwith from using the library facilities and further disciplinary action will be initiated against them by the university.

Note:- The above mentioned rules are subject to periodical review & revision.